APPENDIX B02

CEMENTITIOUS MATERIALS PRODUCER
QUALITY CONTROL PLAN CHECKLIST

Instructions:

1. This checklist will be used by the Department during the evaluation of Quality Control Plans (QCP) submitted by Cementitious Materials Producers. The checklist may also be used as a guideline for creating a QCP to be submitted to the Department.
2. Refer to FDOT Standard Specifications Section 105-4.6 for more information regarding the submission of a Producer QCP.
3. The information section above the checklist is designed to record general production facility information. Producers may use it as a template for identifying information on the cover page of the QCP.

Company: _____ Vendor / Tax ID: _____
Physical Address: _____ FDOT ID: _____
City: _____ State: _____ Zip Code: _____ County: _____
Decimal Latitude / Longitude Coordinates: _____ / _____
Mailing Address (if different from above): _____
City: _____ State: _____ Zip Code: _____ County: _____

Primary Contact: _____ Phone #: _____
Email Address: _____ Fax #: _____

QCP Date: _____

QCP Item	Y/N	QCP Pg.
1. Personnel		
A. *Qualifications*		
1) List of qualified personnel (quality control manager, plant manager, plant operators, testing technicians) included? (105-4.6.1.1)		
B. *Level of Responsibility*		
1) Roles and responsibilities of personnel involved in the quality control process identified? (105-4.6.1.2)		
2. Raw Materials		
A. *Source*		
1) Sources of raw materials identified? (105-4.6.2.1)		
B. *Disposition of Failing Materials*		
1) System for controlling non-conforming materials, including procedures for identification, isolation, and disposition described? (105-4.6.2.3)		

QCP Item	Y/N	QCP Pg.
C. *Storage*		
1) Method for storing raw materials, including measures taken for preventing segregation, contamination and degradation described? (105-4.6.3)		
2) Method for identifying raw materials described? (105-4.6.3)		
3) Plant layout diagram, including storage location of raw materials included? (105-4.6.3)		
3. Plant and Production Requirements		
A. *Plant Identification*		
1) Parent company included? (105-4.6.5.1)		
2) Designed production capacity included? (105-4.6.5.1)		
B. *Production Equipment*		
1) Maintenance schedule and procedures for production equipment described? (105-4.6.4)		
C. *Process Control System*		
1) Flow chart showing the manufacturing process from raw materials to the final product included? (105-4.6.5.2)		
2) Method and frequency for the sampling of testing throughout the production process described? (105-4.6.5.2)		
3) Sampling location and its accessibility described? (105-4.6.5.2)		
4) Method of identification of production samples described? (105-4.6.5.2)		
5) Location and duration of sample storage described? (105-4.6.5.2)		
6) Type, source, and target quantity of any processing additions included? (921-5.1)		
D. *Loading and Shipping Control*		
1) Methods and measures to prevent contamination and degradation during storage and loading of finished products included? (105-4.6.5.3)		
2) Methods of loading and delivery of products described? (105-4.6.5.3)		
E. *Types of Products Generated*		
1) The type of product(s) being produced for the Department listed? (105-4.6.5.4)		
4. Other Requirements		
A. *Submittal of Certification*		
1) Copy of mill certification(s) included? (105-4.7.1)		
2) Copy of bill of lading(s) included? (105-4.7.1)		
B. *Statement of Compliance*		
1) Statement of compliance with all quality requirements set forth by the Department Specifications included? (105-4.7.2)		
2) Statement of compliance that cement meets the maximum alkali requirements included? (105-4.7.2, 921-1.2)		

QCP Item	Y/N	QCP Pg.
3) Statement of compliance that fly ash meets the uniformity requirements for specific gravity and fineness, per ASTM C618 included? (105-4.7.2)		
4) Statement of compliance that metakaolin meets the requirements for ASTM C618 Class N pozzolan with the following modifications: (105-4.7.2, 929-4.1)		
a) $SiO_2 + Al_2O_3 + Fe_2O_3$ is at least 85%?		
b) MSDS indicates the amount of crystalline silica is less than 1%?		
c) Loss of Ignition (LOI) is less than 3%?		
d) Equivalent Na_2O less than 1.0%?		
e) Amount of material retained on the No. 325 mesh sieve less than 1%?		
f) Strength Activity Index at 7 days at least 85%		
C. *Document Storage*		
1) Method for uniform reporting, reviewing and record keeping described, including material certifications, test reports, deficiencies found? (105-4.7.3)		
2) Location of document storage identified to enable Department review? (105-4.7.3)		
5. Final Manufactured Product – Plant Operations		
A. *Storage*		
1) Plant layout diagram to designate storage of final product included? (105-4.8.1)		
2) Methods and measures for monitoring stored products described? (105-4.8.1)		
3) List of all distribution terminals (with contact information) provided? (105-4.8.1)		
B. *Disposition of Failing Materials*		
1) Methods and measures for identifying and controlling non-complying products described? (105-4.8.2)		
6. Testing Laboratories		
A. *CCRL Accreditation*		
1) Testing lab that performs QC testing for mill certificate/test report identified? (105-4.9, 921-2, 929-1.2)		
2) Copy of most recent CCRL inspection report provided? (105-4.9, 921-2, 929-1.2)		
3) Copy of most recent CCRL proficiency sample results provided? (105-4.9, 921-2, 929-1.2)		
7. Department Inspection Access		
A. Statement allowing Department access while Department representatives are at the production facility included? (105-4.10)		